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MEMORANDUM FOR: Procurement Executive, OL  
Chief, Information & Management Support  
Staff, OL  
Chief, Personnel and Training Staff, OL  
Chief, Budget and Fiscal Branch, OL  
Chief, Agency Contracts Group, OL  
[redacted]  
Chief, Facilities Management Group, OL  
Chief, Printing and Photography Group, OL  
Chief, Supply Group, OL

FROM: John M. Ray  
Director of Logistics

SUBJECT: OL Planning Calendar and Guide for FY 89 and  
Tasking for Autumn OL Planning Conference

1. As we enter FY 89, the need for advanced planning will be more critical than ever. Attached are a new OL Planning Calendar and a new OL Planning Guide to steer our planning efforts throughout FY 89. Also attached, to guide your thinking, is our 1988-1992 OL Five-Year Plan. The heaviest part of the planning cycle is fast approaching and roughly covers the period from October through December. During that period, the OL components will propose and develop their FY-91 additional and FY-92 new initiatives, FY-89 objectives, FY-89 projects, and FY-89 studies, which will be discussed at the Autumn OL Planning Conference to be held at the Westinghouse facility in Linthicum, Maryland, near BWI Airport. Accommodations for the night of 18 October will be at the Guest Quarters Suite Hotel nearby. Attendees will be each of you, the DD/L, EO, OL Planning Officer, and me. An agenda, administrative instructions, and a map for the conference will be sent to you in early October.

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2. In developing ideas for your initiatives, objectives, projects, and studies consider the following:

a. Address your planning from an OL global point of view. Be mindful of how your plans interact with other OL components and the Agency. Parochialism is out.

b. Consider the impact on OL and your component of the following in your planning:

(1) Efforts to enhance OL customer service.

(2) Efforts to reduce unnecessary bureaucracy.

(3) The emergence of the Commercial Logistics Applications System (CLAS) in FY 89 and its impact on data input, reporting, and skills needed.

25X1 (4)  streamlining by FY 89.

(5) Reorganization of OL.

25X1 (6) Scheduled moves to NHB

25X1 (7) Support efforts for

25X1 (8) The changing nature of  programs.

(9) The impact of terrorism.

(10) The impact of increased contracting for services.

(11) Other issues that may impact on planning and our modus operandi.

3. In preparation for the conference, please provide to IMSS the following on or before 6 October:

a. A minimum of three or four major, prioritized objectives for FY 89. Select objectives that are not only realistic and feasible but also achievable in FY 89 with present funding and personnel resources. Provide brief narrative summaries for each.

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b. A minimum of one or two personnel-related objectives for FY 89. Relate personnel objectives to better use our people (e.g., training, cross-training, rotational assignments, skills development, etc.). Include a brief narrative summary.

c. Additional budget initiatives for FY 91 and proposed new budget initiatives for FY 92. Include both a title and cost estimate.

d. Projects for FY 89. These are taskings agreed to by the D/L and the component head, which will be reported on in biweekly meetings when significant updates are deemed necessary. Provide brief narrative summaries for each. These will be discussed during the objectives portion of the conference agenda.

e. Studies for FY 89. These are research efforts into the feasibility or practicality of ideas which could eventually become projects, objectives, or initiatives. Provide brief narrative summaries for each. These will be discussed during the objectives portion of the conference agenda.

The OL Five-Year Plan contains a summary of all existing initiatives, objectives, projects, and studies and may be used as a source of guidance.

4. In general, the planning process will be similar to that followed last year. Because quality personnel management is our most important goal, and because we are committed to making OL's Career Service the best in the Agency, I will expect one or two personnel objectives from each component that deal with personnel items for FY 89. Additionally, I will expect recommendations on how you will handle any unfinished initiatives, objectives, projects, and studies from FY 88.

5. Please follow the attached OL Planning Calendar for FY 89 to ensure that due dates are adhered to. A key item in the calendar is the submission of the initiatives, objectives, projects, and studies to IMSS by 6 October 1988. For a detailed explanation of the definitions of these terms and how to submit

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these items, formats, milestone chart instructions, etc., see  
the attached Planning Guide. Please call [redacted]  
[redacted] on extension [redacted] to identify your component  
planning officer for FY 89 to ensure that the planning process  
will go smoothly this year.

ohn M. Ray

Attachments

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Distribution:

Orig - Each Addressee, w/atts

1 - D/L, w/atts

1 - DD/L, w/atts

1 - EO/OL, w/atts

1 - AEO/OL, w/atts

1 - OL Files, w/atts A & B

1 - IMSS Official, w/atts

1 - IMSS Chrono, w/o atts

8 - IMSS, w/atts

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